

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Remarks - CIA Secretary of the Year Award  
27 April 1988

FROM:

William M. Baker *WB*  
Director, Public Affairs

EXTENSION

NO.

PAO 88-0140

DATE

21 April 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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22 APR 1988

*Wet**From DPAO to #2 please read.*

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EXEC  
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Distribution:

Orig - DCI

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21 April 1988

JUDGE:

You will be addressing the fourth annual CIA Secretary of the Year Awards Ceremony on Wednesday, 27 April at 10:00 a.m. in the Headquarters Auditorium. The audience will consist of the award recipients, their families, and Agency secretaries and employees.

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You will be introduced by [ ] Chairman of the DCI Secretarial/Clerical Management Advisory Group, which sponsors this awards program. Your address will include remarks to the group and an introduction of [ ], the guest speaker. After [ ] has completed her remarks, [ ] will ask you to present the awards to the winners. [ ] Chief of Protocol, will assist you in making the presentations, while [ ] reads short biographical highlights of each award recipient.

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The thesis of your address can be found on page 1 of the proposed remarks: "Today, as we honor our award recipients, I would also like to recognize the outstanding support provided by all Agency secretaries. Theirs is not an easy job, but it is a vital one." On page 2, you emphasize the importance of secretarial support to the Agency mission: "Good secretaries play such a critical role in our operations that managers would find it difficult -- if not impossible -- to function without them."

Pages 2 and 3 contain some quotes submitted by Agency supervisors to describe their secretaries ("She begins and ends her day not by the clock, but with the task at hand" and "She is quietly, but visibly, proud of who she is and what she does as a secretary").

Also included in your address are background information about the award recipients (page 5) and a basic overview of the selection process for these awards (page 6).

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Your proposed remarks are attached.

Bill Baker

Attachments:  
as/stated

PROPOSED REMARKS  
BY  
WILLIAM H. WEBSTER  
DIRECTOR OF CENTRAL INTELLIGENCE  
AT THE  
FOURTH ANNUAL SECRETARY OF THE YEAR AWARDS  
HEADQUARTERS AUDITORIUM  
APRIL 27, 1988

GOOD MORNING. I AM PLEASED TODAY TO WELCOME YOU TO THE FOURTH ANNUAL SECRETARY OF THE YEAR AWARDS. AND ON THIS OCCASION, I AM ESPECIALLY PLEASED TO SEE THE FAMILIES OF OUR AWARD RECIPIENTS. I AM CERTAIN YOU SHARE OUR PRIDE IN THEIR ACHIEVEMENTS.

THIS IS THE SECOND TIME I HAVE HAD THE OPPORTUNITY TO PRESENT AWARDS TO SOME OF THE MOST IMPORTANT AND ESSENTIAL MEMBERS OF OUR INTELLIGENCE TEAM -- OUR SECRETARIES. TODAY, AS WE HONOR OUR AWARD RECIPIENTS, I WOULD ALSO LIKE TO RECOGNIZE THE OUTSTANDING SUPPORT PROVIDED BY ALL AGENCY SECRETARIES. THEIRS IS NOT AN EASY JOB, BUT IT IS A VITAL ONE.

WE ASK MUCH OF OUR SECRETARIES. WE ASK THEM NOT ONLY TO APPLY THEIR CONSIDERABLE SECRETARIAL SKILLS TO OUR WORK, BUT WE ALSO ASK THEM TO SERVE AS PUBLIC RELATIONS SPECIALISTS, PROBLEM SOLVERS, AND ADVISERS. WE RELY ON SECRETARIAL SUPPORT NOT ONLY HERE AT

HEADQUARTERS, BUT AT EACH OF OUR STATIONS AND FACILITIES THROUGHOUT THE UNITED STATES AND ACROSS THE GLOBE. INDEED, GOOD SECRETARIES PLAY SUCH A CRITICAL ROLE IN OUR OPERATIONS THAT MANAGERS WOULD FIND IT DIFFICULT -- IF NOT IMPOSSIBLE -- TO FUNCTION WITHOUT THEM.

I AM NOT ALONE IN HOLDING THIS VIEW. IN REVIEWING THE NOMINATING STATEMENTS FOR TODAY'S AWARDS, I WAS QUITE IMPRESSED WITH THE WAYS IN WHICH SUPERVISORS DESCRIBED THEIR SECRETARY'S CONTRIBUTIONS TO THE AGENCY. WORDS SUCH AS LEADERSHIP, DEDICATION, AND INITIATIVE WERE USED FREQUENTLY. SOME SUPERVISORS WERE QUITE ELOQUENT IN THEIR DESCRIPTIONS OF THEIR SECRETARIES. ONE NOTED THAT HIS SECRETARY WAS THE "CATALYST WHO MOVED OTHERS INTO ACTION."<sup>1</sup> ANOTHER COMMENTED THAT HIS SECRETARY'S DAY BEGINS AND ENDS "NOT BY THE CLOCK, BUT WITH THE TASK AT HAND." THIS SAME SUPERVISOR, IN MARVELLING AT HIS SECRETARY'S ABILITY TO REMAIN CALM IN THE FACE OF PRESSURE, ADDED: "SHE APPEARS UNFLAPPABLE, EVEN WHEN THE ALLIGATORS ARE SNAPPING."<sup>2</sup>

BUT ONE SUPERVISOR PROVIDED WHAT I CONSIDER TO BE THE MOST  
PROFOUND SUMMARY OF WHY WE ARE HERE TODAY. HE DESCRIBED HIS  
SECRETARY AS BEING "QUIETLY, BUT VISIBLY, PROUD OF WHO SHE IS AND  
WHAT SHE DOES AS A SECRETARY."<sup>3</sup>

MY EXPERIENCE IN THIS AGENCY DURING THE LAST YEAR TELLS ME THAT  
ALL OF THESE OBSERVATIONS ARE ACCURATE. WE HAVE MUCH TO BE PROUD OF  
IN OUR SECRETARIAL FORCE -- AND WE ARE HERE TO PUBLICLY ACKNOWLEDGE  
THEIR EXCEPTIONAL ACHIEVEMENTS.

THE SIX SECRETARIES WE HONOR TODAY REFLECT THE BROAD SCOPE OF  
THE AGENCY'S MISSION AND THE GREAT DIVERSITY OF OUR WORK. THEY  
REPRESENT EACH OF OUR DIRECTORATES AND THE DCI AREA. MANY OF THE  
AWARD RECIPIENTS HAVE SERVED IN MORE THAN ONE DIRECTORATE.

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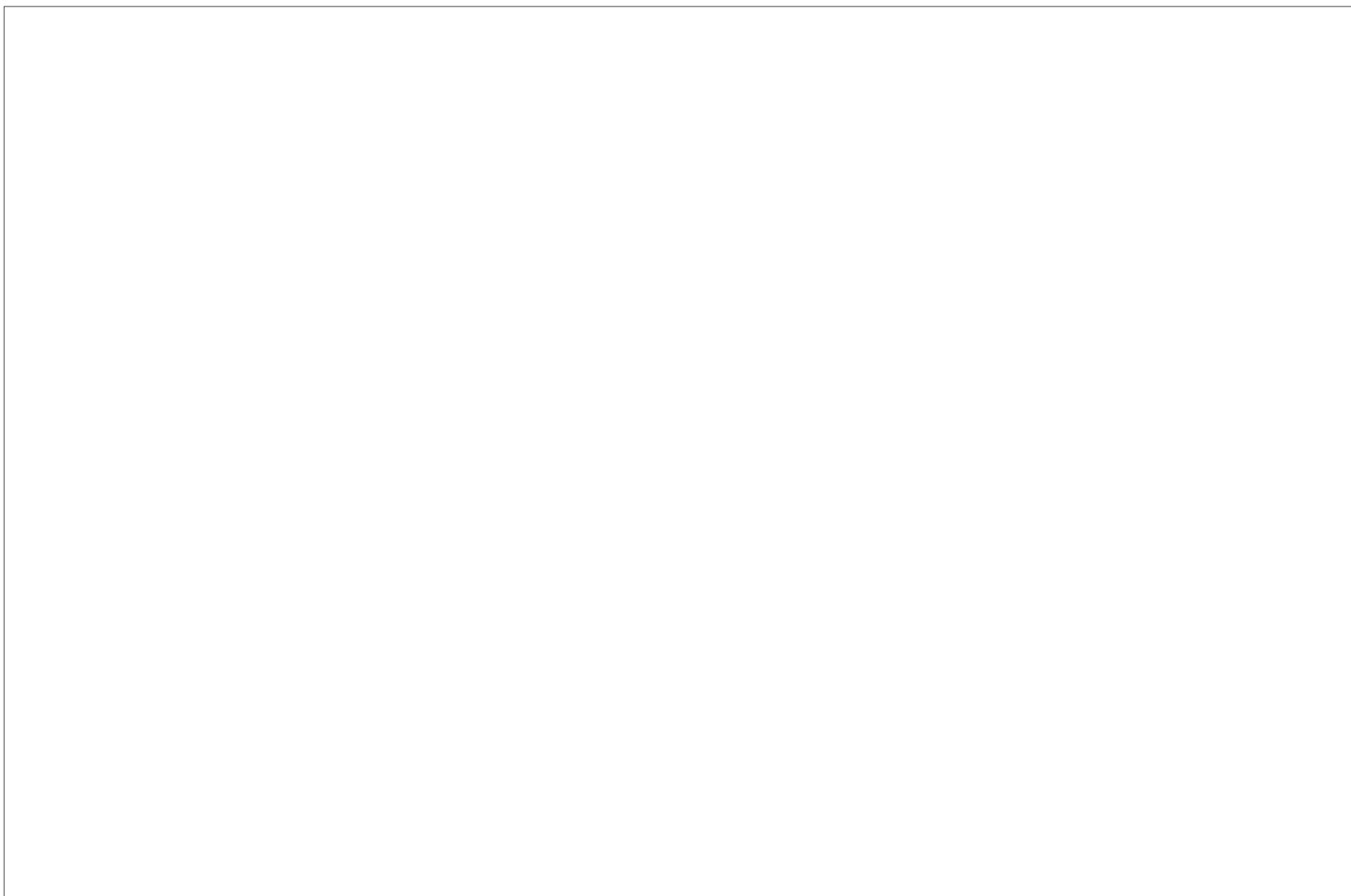
EACH OF THESE WOMEN BRINGS TO THE JOB DIFFERENT SKILLS, EXPERIENCES,  
AND INTERESTS, BUT ALL ARE UNITED IN THEIR DEDICATION TO THE  
AGENCY'S MISSION.


BECAUSE THESE AWARDS STAND FOR SECRETARIAL EXCELLENCE, THEY ARE NOT GIVEN LIGHTLY. THE SELECTION PROCESS IS QUITE RIGOROUS. OUR AWARD RECIPIENTS WERE CHOSEN FROM THE WIDE RANGE OF FULL- AND PART-TIME SECRETARIES WHO SERVE THE AGENCY AT ALL PROFESSIONAL LEVELS -- FROM SECRETARIAL TRAINEE TO SECRETARY, SENIOR SECRETARY, AND EXECUTIVE SECRETARY. A TOTAL OF 100 NOMINATIONS WERE RECEIVED FROM EACH OF THE FOUR DIRECTORATES AND THE DCI AREA.<sup>5</sup> THE NOMINEES WERE EVALUTED BY THEIR DIRECTORATES, AND FINAL SELECTIONS WERE MADE BY THE SECRETARIAL/CLERICAL MANAGEMENT ADVISORY GROUP. I APPROVED THE FINAL SELECTIONS, AS DID MR. GATES, THE DEPUTY DCI; AND MR. TAYLOR, THE EXECUTIVE DIRECTOR. THE SELECTIONS WERE BASED ON SUCH CRITERIA AS EXCELLENCE OF SECRETARIAL SKILLS, LEADERSHIP, DEDICATION AND LOYALTY, JUDGMENT, INITIATIVE, AND CREATIVITY.<sup>6</sup>

I COULD SPEAK AT GREATER LENGTH ABOUT THE TALENT OF OUR SECRETARIES AND THEIR IMPORTANCE TO OUR MISSION, BUT I, LIKE YOU, AM  
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LOOKING FORWARD TO HEARING OUR NEXT SPEAKER.

I HAVE HAD THE GOOD FORTUNE TO WORK WITH PEGGY FOR THE LAST 10 YEARS. DURING THOSE YEARS, I HAVE COME TO VIEW PEGGY AS MY SECRET WEAPON -- THE PERSON WHOSE INTELLECT, PROFESSIONALISM, AND DEDICATION PROVIDE ME WITH VITAL SUPPORT IN COUNTLESS WAYS.<sup>7</sup>

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SO ON THIS DAY WHEN WE HONOR SOME OF OUR MOST IMPORTANT TEAM MEMBERS, IT GIVES ME GREAT PLEASURE TO INTRODUCE ONE OF MY MOST VALUED TEAM MEMBERS, 

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## FOOTNOTES

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1 This comment was extracted from the 1988 Secretary of the Year Nomination Form for [ ] senior secretary from [ ] DCI area. The statement was written by [ ] of Support Group, [ ]. The nomination form is attached, with the relevant passage highlighted.

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2 Both comments were drawn from the 1988 Secretary of the Year Nomination Form for [ ] Office of Communications, Directorate of Administration. The statement was written by [ ] [ ] Director of Communications on 14 January 1988. The nomination form is attached, with relevant passages highlighted.

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3 This comment was taken from the 1988 Secretary of the Year Nomination Form for [ ], which was prepared by [ ] [ ] Office of Technical Services, Directorate of Science & Technology. The nomination form is attached, with the relevant passage highlight.

4 This information was drawn from the biographics profiles of each award winner, which were compiled by the DCI Secretarial/Clerical Management Advisory Group. These biographies are attached, and relevant information is highlighted.

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5 Information on the number of nominees for the 1988 Secretary of the Year Awards was obtained in a conversation with [ ] Chairperson of the DCI Secretarial/Clerical Management Advisory Group, on 19 April 1987. Although 100 secretaries were nominated, 107 nomination forms were actually received -- a few nominees received more than one nomination form.

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6 Background on the selection process and criteria was obtained through a copy of a Headquarters Notice prepared for the signature of William F. Donnelly, former Deputy Director of Administration. The copy is attached. The information in the notice was confirmed in a conversation with [ ] Chairman of the DCI Secretarial/Clerical Management Advisory Group, on 19 April 1988.

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Date \_\_\_\_\_

## SECRETARY OF THE YEAR AWARDS

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1. The fourth annual Secretary of the Year Awards will be presented at a special ceremony to be held in April during National Secretaries' Week. This award program sponsored by the DCI Secretarial/Clerical Management Advisory Group (DCI S/C MAG) provides \$5,000 and a certificate signed by the DCI to the CIA Secretary of the Year, and \$1,000 and a certificate signed by the DCI to each Directorate Secretary of the Year and the DCI area Secretary of the Year.

2. Eligibility. Any full- or part-time staff employee who has completed her or his trial period and who performs secretarial duties is eligible for the Secretary of the Year Awards. This includes, but is not limited to, positions such as secretary trainee, secretary, senior secretary, or executive secretary. Current members of the DCI S/C MAG and the 1987 winners of the awards are not eligible for the awards in 1988.

3. Nomination Procedures. Any Agency employee may nominate a candidate for the Secretary of the Year Award. Any employee who is knowledgeable of a secretary's excellent performance is encouraged to nominate that secretary. This year a new form, which will replace the nominating memo format used in previous years, is attached. The nominee's name should only appear in Part I of the form. Any other reference should refer to the nominee as either Subject or she/he. Any form incorrectly filled out will be returned to the originator. The more directly the criteria is addressed with specific examples, the better the nominee's chance for the award. Nominations should be forwarded to:

DCI Secretarial/Clerical MAG  
 \_\_\_\_\_  
 Executive Registry  
 7E12 Headquarters Building

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4. Evaluation Criteria. Representatives from the DCI Secretarial/Clerical MAG will serve as the final selection board, and the 1987 winners will be invited to participate in the selection of winners. The selections by the Directorates and the DCI area of the five finalists will be judged on the nominating statements and the nominees' last two Performance Appraisal Reports. Final selections by the DCI S/C MAG will be based on the nominating statements, not on material in personnel files. The board will rank the statements based on specific examples of how the candidates excel in each of the following criterion:

- a. Application of secretarial skills to the job.
- b. Dedication and loyalty.

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- c. Judgment and honesty.
- d. Initiative and creativity.
- e. Interpersonal and communication skills.
- f. Leadership and the ability to work independently.
- g. Performance under pressure.
- h. Organizational capabilities.
- i. Flexibility.

5. Selection Procedures. Nominations must be received by 6 January 1988. The Chairperson, DCI Secretarial/Clerical MAG, will forward all nominations to the appropriate Directorate or to the DCI area. Each Directorate will evaluate its candidates and will forward the top five to the DCI S/C MAG. The DCI S/C MAG Chairperson will excise Parts I and IV of the form to remove the nominee's and nominator's names and will assign numbers to each of the finalists. The representatives from the DCI S/C MAG and the 1987 award winners then will evaluate and rank the 25 finalists. After the selections have been made, the names of the award recipients will be sent to the DCI and DDCI for approval. The awardees will be announced in April. Any recipient assigned outside the Metropolitan Washington area will be brought to Headquarters to participate in the awards ceremony.

William F. Donnelly  
Deputy Director  
for  
Administration

Attachment

DISTRIBUTION: ALL EMPLOYEES

N.B. "ALL EMPLOYEES" means that each Agency employee is to receive his or her own copy. If an employee observes this notice on the reading board or a bulletin board and has not received a copy, please contact Regulatory Policy Division

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